



Training Schedule – June 2017

Some course locations are listed below the calendar. For other classes, the instructor will contact you.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 29 Memorial Day Closed 	May 30 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	May 31	June 1 4:30 – 6:30 Written Communication Skills (Miller)	June 2 10:00 – 12:00 Job Circle (Bennison) ♦ Free to Non-members* 1:00 – 3:00 Resume Boot Camp (Hamersley) *
5 9:30 am Monday Morning MeetUp 10:45 am Networking 11:00 am Guest Overview Open to the public – free and no need to register	6 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	7 10:00 – 12:00 Effective Interviewing Skills (Bennison)	8 1:00 – 3:00 Effective Networking Skills (Davis)	9 10:00 – 12:00 Job Circle (Bennison) ♦ Free to Non-members*
12 9:30 am Monday Morning MeetUp 10:45 Networking 11:00 Guest Overview Open to the public – free and no need to register	13 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis) <div style="background-color: yellow;">6:30-8:00pm Board Meeting</div>	14 10:00 – 12:00 Effective Interviewing Skills Lab (Bennison)	15 4:30 – 6:30 Oral Communication Skills (Miller)	16 10:00 – 12:00 Job Circle (Bennison) ♦ Free to Non-members*
19 9:30 am Monday Morning MeetUp 10:45 Networking 11:00 Guest Overview Open to the public – free and no need to register	20 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	21	22 1:00 – 3:00 Effective Networking Skills (Davis)	23 10:00 – 12:00 Job Circle (Bennison) ♦ Free to Non-members*
26 9:30 am Monday Morning MeetUp 10:45 am Networking 11:00 Guest Overview Open to the public – free and no need to register	27 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	28	29	30 10:00 – 12:00 Job Circle (Bennison) ♦ Free to Non-members*

* All Friday classes will be in Rm A at the Upper Arlington Library, 2800 Tremont Rd for the entire month. Non-members can take all classes (except Job Circle) for \$25. You must call early to register: 614-297-0040.

Updated 5/31/2017